

APPENDIX A

SAMPLE MICROFILM TARGETS used by the Department of Cultural Resources

Figure 1 **TECHNICAL** target

Figure 2: **START** target

Figure 3: **DEPARTMENTAL SEAL** target

Figure 4: **REEL NUMBER** target

Figure 5: **SPECIAL EXPLANATORY** target

Figure 6: **CERTIFICATE OF AUTHENTICITY**

Figure 7: **END OF BOOK** target

Figure 8: **END OF REEL** target

Figure 9: **CORRECTION** target

Figure 10: **START OF RETAKE** target

Figure 11: **SPLICING AUTHENTICITY CERTIFICATE**

Figure 12: **END OF RETAKE** target

Figure 13: **RECORDS LOG** (example)

START

(Figure 2)

STATE OF NORTH CAROLINA
Department of Cultural Resources



Microfilmed by
DIVISION OF ARCHIVES AND HISTORY
Archives and Records Section
Raleigh, North Carolina

[Other agencies should develop their own targets.]

(Figure 3)

REEL 1

(Figure 4)

The following records are filmed in the order in which they were received by the Records Services Branch of the Division of Archives and History.

/SAMPLE TARGET/

(Figure 5)

**DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF ARCHIVES AND HISTORY**

ARCHIVES AND RECORDS SECTION

CERTIFICATE OF AUTHENTICITY

This is to certify that the micrographics appearing on this film are true and accurate reproductions of records originated during the normal course of business by the

and consist of _____

The records begin with _____

and end with _____ :

It is further certified that the above records were microfilmed in conformity with the provisions of the *General Statutes of North Carolina*, chapter 8-45.1 and 8-45.4, "*Uniform Photographic Copies of Business and Public Records as Evidence Act*"; that the microphotography processes accurately reproduce the records so microfilmed; that the film forms a durable medium for reproducing the original, if necessary; and that the film used conforms to American National Standards Institute, *Photographic Films-Specifications for Safety Film, ANSI IT9.6-1991 (R-1996)* and American National Standards Institute, *Imaging Media (Film)-Silver Gelatin Type-Specifications for Stability, ANSI NAPM IT9.1-1996*.

This is further to certify that the microphotography processes were accomplished by the undersigned on the date and at the reduction ratio indicated below.

Date filming of this reel began _____

Reduction Ratio _____

Date filming of this reel ended _____

Microfilm Camera Operator

[SAMPLE TARGET]

(Figure 6)

END
OF
BOOK

(Figure 7)

END
OF
REEL

(Figure 8)

CORRECTION

(Figure 9)

START OF RETAKE

(Figure 10)

DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF ARCHIVES AND HISTORY
ARCHIVES AND RECORDS SECTION
SPLICING AUTHENTICITY CERTIFICATE

This is to certify that the following records of _____

consisting of _____

beginning with _____

and ending with _____

have been microfilmed to correct an error in, or to improve the quality of, the original film. The error or the unsatisfactory image or images will be cut out of the original film or will otherwise be obliterated and the retake beginning and ending as indicated above will be spliced in as a replacement.

This is further to certify that the microphotography processes were accomplished in accordance with chapters 8-45.1 - 8-45.4, inclusive, General Statutes of North Carolina, by the undersigned on the date and at the reduction ratio indicated below.

Date _____

Reduction Ratio: _____

Microfilm Camera Operator

[SAMPLE TARGET]

(Figure 11)

**END
OF
RETAKE**

(Figure 12)

(Records Log)**Name of Agency/Office**

Reel No.	Case No.	No. Exposures or Pages	Date Filmed	Camera Operator	Comments

(Figure 13)